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VOCATIONAL INDUSTRIAL EVENING CLASSES

State Policy Concerning Their
Establishment, Operation, and Reimbursement

Bulletin 330

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Superintendent of Public Instruction

Commonwealth of Pennsylvania
Department of Public Instruction
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FOREWORD

This bulletin has been prepared to aid school administrators, voca-
nal directors, and evening school principals in the organization
d operation of vocational industrial evening schools and classes in
der that they may receive the benefits of Federal and State funds
at are available in the form of reimbursement for properly organ-
d and conducted vocational industrial evening schools and classes.

Rapidly changing conditions in industry make it necessary for all
rsons who are engaged in industrial pursuits to keep informed
d prepared to meet these new conditions. The increased interest
the part of adult workers for evening classes in industrial subjects
s caused many school districts to expand existing programs and
merous other districts to start classes in this form of education.

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uary, 1939

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VOCATIONAL INDUSTRIAL EVENING CLASSES

State Policy Concerning Their Establishment, Operation, and Reimbursement

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INTRODUCTION

Act 477, House Bill 1504 (1937 Session of the General Assembly) 'urther amends the Act approved May 1, 1913 (Pamphlet Laws 138) ›y further defining and extending the scope of vocational education ınd enlarging the provisions for State subsidies under certain condi- ions.

Distinction should be made on the one hand between vocational ndustrial evening classes in which at least two-thirds of the cost of eachers' salaries is subsidized from State and Federal vocational 'unds, and on the other hand practical arts extension evening classes 'or general education purposes subsidized from the State Edmonds Act on the same relative basis as other general education subjects in evening schools. The former is designed to supplement and extend he occupational knowledge and skill of employed persons. The atter may have no connection with the vocation of the worker. It nay have a cultural aim entirely. The former should be reported to he Department of Public Instruction for subsidy on Form PIVE-11. The latter should be reported on Form PIEE-1 and Insert PIEE-2.

A. Establishment of Vocational Industrial Evening Classes

1. Suggested preliminary steps
   a. Obtain approval from local school board to determine the need for classes.
   b. Establish contact with local employment agencies, industrial concerns, and employe organizations to determine the nature and extent of demand for classes. Direct contacts, questionnaires, posters, etc., see pages 49, 50.)
   c. Ascertain to what extent cooperation of local labor and employing groups would be available.
   d. Determine instructional facilities needed and available, including shops, laboratories, classrooms, equipment, and supplies.
   e. Determine the units and content of instruction.

2. Procedure for seeuring authorization to operate the elass
   a. Obtain from the State Department of Publie Instruetion the neeessary application form. (Form PIXV-3. See sample on pages 34-35.)
   b. Submit applieation form to the Department of Public Instruetion. *Written approval by the Superintendent of Public Instruction should be received before assuming the financial responsibility of employing teachers and starting classes if reimbursement is expected.*

B. Procedure Following Authorization to Establish and Maintain Vocational Industrial Evening Classes

1. Seleetion of direetor or head to administer approved voeational industrial evening elasses. (See questions 10 and 27.)
2. Appointment of advisory committee. (See question 15.)
3. Organization and arrangement of courses.
4. Selection of shops, laboratories, and elassroom facilities, and provision for suitable instruetional equipment and supplies.
5. Employment of properly qualified teaehers. (See question 9.)

C. Questions and Answers Relating to State and Federally-Aided Vocational Industrial Evening Classes

1. *What is "Vocational Education"?*

   "Vocational Education" shall mean any form of education of less than college grade given in school or elsewhere, the purpose of which is to fit an individual to pursue effectively a recognized profitable employment, whether pursued for wages or otherwise.

2. *What is meant by a "Vocational Evening Class"?*

   A "Vocational Evening Class" shall mean a class providing instruction for persons sixteen years of age or over who have left full-time school. These classes may be conducted in the evening or at hours when workers are able to attend, and shall include instruction that will either increase the skill or knowledge of the worker in the occupation in which he is employed, or include instruction for those who are unemployed, or about to become unemployed because of changing conditions in industry, and

whose previous experience or preparation as a background prepares them for employment in related fields within a limited time.

3. *What is the State Board for Vocational Education?*
The "State Board for Vocational Education" shall mean the State Council of Education herein invested with powers to administer this Act (Act 477) under the designation of the State Board for Vocational Education.

4. *What is the form of organization as designated by the State Board for Vocational Education for the administration and supervision of vocational industrial schools and classes?*
This is shown on the chart found on page 29.

5. *May the State Board for Vocational Education establish Vocational Evening Classes?*
YES. In carrying out the provisions of this Act the State Board for Vocational Education may provide for State, regional, and county vocational schools or classes, with the necessary staffs in accordance with the State Plan for Vocational Education.

6. *May school districts establish vocational evening classes?*
YES. Any school district may, through its board of school directors, establish and maintain vocational classes for adults.

7. *May two or more school districts join for the purpose of providing evening vocational schools?*
YES. Two or more districts may, through a joint school committee, establish and maintain vocational industrial schools or departments to be known as joint vocational schools or departments.

8. *May county school districts be formed to conduct vocational industrial evening classes?*
YES. Act 489 provides for county vocational classes.

9. *May local boards of school directors employ teachers of vocational industrial evening classes and fix salaries?*
YES. The School Laws of Pennsylvania provide for the formal approval of the appointment of such teachers and the fixing of salaries by boards of school directors.

10. *May the local school board appoint a coordinator, principal or director for the development, administration, and supervision of the vocational industrial evening classes?*

YES. The local school board may appoint a coordinator or director to have charge of the vocational industrial evening classes. (See questions 18, 38, 39, 48.)

11. *May local boards of school directors pay the salaries of vocational industrial evening school teachers, coordinators, principals, and directors?*

YES. In order to receive vocational reimbursement, all moneys due properly elected and certificated teachers, coordinators, principals, and directors of approved vocational industrial evening classes must have been paid in full and so certified on the annual report.

12. *May local boards of school directors provide texts, supplies, equipment, light, heat, power, and janitorial service for the operation of a vocational industrial evening class?*

YES. In order to receive vocational reimbursement on account of teachers' salaries local boards of school directors shall provide as needed, texts, supplies, equipment, light, heat, power, and janitorial service for the operation of approved vocational industrial evening classes.

13. *May the local school board accept donations?*

YES. The board of school directors may receive any donations made to said school district for the conduct of any vocational school or department or vocational evening class. The donation shall be administered by or under the direction of the board of directors of the district to which it is made subject to the approval of the Superintendent of Public Instruction, provided that the board of school directors in any district shall not be obliged to accept any such donation unless it seems proper so to do.

14. *May the local school board require a deposit fee from persons enrolled in evening vocational classes?*

YES. The board of school directors may require a deposit fee of a sum not to exceed ten dollars ($10.00) from each person enrolling in evening vocation schools or classes. Such deposit fee shall be returned at the close of each term of instruction to all persons so enrolled who

have attended seventy-five (75) per cent or more of the class sessions of said terms, provided that nothing herein shall be construed as prohibiting the return of said deposit fee because of death, sickness, or any other cause which the board may deem justifiable.

15. *May the local school boards appoint advisory committees?*

YES. Local school boards and joint school committees administering approved vocational industrial classes may appoint, under a plan to be approved by the State Board for Vocational Education, an advisory committee composed of members representing local trades, industries, and occupations. Appointment of such a committee is strongly urged. It shall be the duty of such a committee to counsel with and advise the local or joint board of trustees and other school officials having the management and supervision of such schools.

16. *May a resident of any school district enroll in classes in another school district?*

YES. Any resident of any school district in Pennsylvania which does not maintain an approved vocational industrial class offering the type of preparation which he desires may make application to the school board of any other district for admission to such class maintained by said board. In case said board refuses him admission, he may apply to the State Board for Vocational Education for admission to such class. The State Board for Vocational Education, decision of which shall be final, may approve or disapprove such application. In making such decision, the State Board for Vocational Education shall take into consideration the opportunities for free vocational education in the community in which the applicant resides, the financial status of the community, the age, sex, preparation, aptitude, and previous record of the applicant and all other relevant circumstances.

17. *Who is responsible for the tuition of a person attending an evening vocational class in a district other than the one in which he resides?*

The school district in which the person resides who has been admitted as above provided, to an approved voca-

tional industrial class maintained by another school district shall pay a tuition fee to be determined after the same manner provided for in article seventeen, Section 1711 of the School Laws of Pennsylvania, for 1911. If any school district neglects or refuses to pay for such tuition, it shall be liable therefor in an action of contract to the school district or school districts maintaining the class which the pupil, with the approval of the board, attended. The board of school directors in any school district in this Commonwealth, situated adjacent to another state, may admit to a vocational class in such district pupils resident in such other state, and may receive tuition for such pupils as in the case of pupils admitted from other districts in this Commonwealth. In practice, however, tuition is seldom charged. State-aid is generous, and the leading plants in the vicinity are usually willing to contribute to the cost of evening school instruction, since it is to their advantage to have employes attend extension classes.

18. *Will the State reimburse local school districts for the moneys spent for salaries of teachers, coordinators, principals, and directors of evening vocational classes?*

YES. The State Department shall reimburse the local school district according to a predetermined schedule for moneys paid for the salaries of properly certificated teachers, coordinators, principals, and directors of approved evening vocational industrial classes.

19. *May the local school board receive reimbursement for salaries of teachers where the class failed to develop sufficiently to warrant continuance?*

YES. Reimbursement will be given for that portion of the time the class operated. (See question 35.)

20. *May local school districts be reimbursed for time spent by teachers in organizing classes?*

YES. When a coordinator has not been employed, this activity of the teachers will be reimbursed, providing such time spent has been previously approved by the State Department of Public Instruction.

21. *What will be the amount of this reimbursement?*

The Commonwealth, in order to aid in the maintenance of approved local or joint evening vocational industrial classes, shall pay annually from the treasury to school districts and unions of school districts maintaining such classes, an amount equal to two-thirds the sum which was expended for salaries of evening school teachers and supervisors* for approved instruction in practical and related technical subjects. The Commonwealth shall, if and when sufficient revenue is available, from State and Federal funds allotted for vocational education, make payments to school districts as provided below.

Evening vocational industrial school or classes shall be reimbursed annually for the full sum which was expended for the period beginning July 1, 1937, to June 30, 1942, and thereafter eighty per cent of the sum which was expended for the salaries of evening vocational school teachers and supervisors during the previous school year for approved instruction in practical and related technical subjects.

22. *Will reimbursement be provided for travel expenses?*

YES. When sufficient vocational funds are available the State will reimburse school districts and unions of school districts annually for approved travel expenses of vocational teachers, coordinators, supervisors, and directors incurred in the conduct of approved vocational evening classes to the extent of eighty per cent of the sum expended.

23. *Will reimbursement be provided for textbooks, equipment, supplies, light, janitor service, etc.?*

NO. There are no State or Federal funds available for this purpose.

24. *Will reimbursement be provided for the salaries of persons employed to study the need for evening vocational classes?*

YES. Reimbursement will be provided for salaries paid to properly qualified and certificated persons to develop this type of education. This reimbursement will be similar to that provided for the salaries of teachers, provided

* Supervisors include such persons as coordinators, principals, and directors.

such time spent has been previously approved by the State Department of Public Instruction. (See question No. 18.)

25. *What is meant by a properly qualified person?*

A properly qualified person is one who has a valid Pennsylvania certificate to teach an industrial subject on a vocational basis or who can secure such a certificate.

26. *What are the requirements for a valid vocational industrial certificate in Pennsylvania to teach evening classes?*

Qualifications of teachers

This classification includes teachers recruited from industry and business who are engaged in teaching (a) engineering, (b) mining, (c) petroleum and natural gas (d) public and other service occupations, in evening trade extension schools or classes.

a. *Shop teachers.* The prospective teacher shall provide documentary evidence of six years' trade experience in the trade or occupation to be taught, two of which shall have been of journeyman grade, or

education in approved industrial schools of secondary level and approved technical schools of college level may be accepted in lieu of practical apprenticeship experience, year for year, up to a maximum of three years, or

in the case of occupations not requiring an extended apprenticeship or preparation period, two years of experience beyond the required learning period in the occupation as evidenced by approved employment. Evidence of trade or occupational competency will be certified to the Department of Public Instruction subject to the approval of the director of vocational teacher preparation of the service area concerned.

b. *Related subjects teachers.* The prospective teacher shall provide documentary evidence of six years' experience in the trade related to the subject to be taught, two of which shall have been of journeyman grade and evidence of probable success established by local superintendent of schools, or

graduation from an approved four-year technical or vocational industrial teacher education institution of college grade, plus two years' contact with industry as evidenced by approved employment and evidence of probable success established by local superintendent of schools, or

in the case of occupations not requiring an extended apprenticeship or preparation period, two years of experience in the general practice of the occupation beyond the accepted learning period as evidenced by approved employment and evidence of probable success established by local superintendent of schools, or

"Related subjects" will be written on a college certificate upon certification by a director of vocational teacher preparation to the State Department of Public Instruction that the applicant has had two years of full-time industrial experience. In all cases evidence of trade or occupational competency will be certified to the Department of Public Instruction subject to the approval of the director of vocational teacher preparation in the service area are concerned. A certificate to teach shop or related subjects in a day unit trade school or class is valid for teaching vocational evening classes.

27. *What are the requirements for a teacher to obtain a valid vocational industrial certificate in Pennsylvania to act as coordinator, principal or director of evening classes?*
Qualifications of persons engaged in local Supervision—Directors of Industrial Education, Principals (Supervisors) of Vocational Secondary or Trade Schools, and Coordinators of Industrial Education.

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a. Trade experience

All those persons who perform supervisory functions shall have six (6) years of trade or industrial experience, two of which shall be of journeyman grade, or

graduation from a four-year technical institution of college grade plus three (3) years' full-time industrial employment, or equivalent combinations of the two foregoing qualifications.

Education in approved vocational industrial schools of secondary level and approved technical schools of college level may be accepted in lieu of practical apprenticeship experience year for year up to a maximum of three (3) years. Evidence of trade competency will be required by the Department of Public Instruction for certification in vocational industrial education through examination by such approved agency or agencies as the Department of Public Instruction may designate.

b. Teaching experience

The Director and the Coordinator shall have had two (2) years of full-time teaching experience in the field of vocational industrial education in the public schools.

c. Professional education

(1) Director of Industrial Education

The Director shall have a total of forty-six (46) semester hours in professional education, at least thirty-two (32) of which shall be in approved vocational industrial education, and fourteen (14) of which may be in general or professional education, six (6) of which may be in supervised field work. Eighteen (18) of the thirty two (32) semester hours shall be selected from the list of courses, or their close equivalents exclusive of field work, common to all vocational teacher preparation institutions. Or in lieu of the above qualifications he shall hold a master's degree with a major in vocational education.

(2) **Principal (Supervisor)* of a vocational secondary or trade school**

A principal (supervisor) of a vocational secondary or trade school shall meet the qualifications prescribed for a director of industrial education.

(3) **Coordinator**

The coordinator shall have at least thirty-two (32) semester hours in general or professional education, twenty-four (24) of which shall be in approved vocational industrial education, four (4) of which may be in supervised field work. Eighteen (18) of the twenty-four (24) semester hours shall be selected from the list of courses or their equivalent, exclusive of field work, common to all vocational teacher preparation institutions.

d. **General education**

(1) **Director of Industrial Education**

The Director shall have one hundred and twenty (120) semester hours of post secondary school education in an approved institution of college grade.

(2) **Principal (Supervisor) of a vocational secondary or trade school**

The Principal of a vocational secondary or trade school shall have one hundred and twenty (120) semester hours of post secondary school education in an approved institution of college grade.

(3) **Coordinator**

The Coordinator shall have sixty (60) semester hours of post secondary school education in an approved institution of college grade.

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* Definition: Wherever the term principal is used it shall be synonymous with ıpervisor as authorized in Federal vocational acts. The time of the principal de-ɔted to the ordinary duties associated with such a position, such as keeping ɔcords of attendance, looking after disciplinary cases, etc., would not be included ı the duties for which reimbursement is given.

28. *What subjects may be included for vocational reimburseme in approved vocational industrial classes?*

Both practical and related subjects may be approved f reimbursement. (See section E, pages 31, 32.)

29. *May women attend classes in industrial education?*

YES. Vocational industrial classes may be attended either men or women.

30. *May persons who are interested in developing or carry out a hobby enroll in evening vocational classes?*

NO. See question No. 2. He should enroll in a hob class.

31. *What is the salary that will be approved for reimburseme for teachers of vocational evening industrial classes?*

The reimbursement of teachers' salaries in vocational e ning industrial classes shall be subject to the followi regulations:

a. In districts offering extension education work oth than vocational, the prevailing rate of all eveni school teachers' salaries shall also apply to vocatio evening industrial teachers.

b. In districts not conducting any other type of extensi education classes excepting vocational evening ind trial classes, reimbursement shall be based on a sal schedule not to exceed two dollars per hour for tea ers, and two dollars and fifty cents per hour for director or coordinator.

c. Exceptions can be made from these rulings provid such approval has been recommended in advance a reviewing committee on vocational education in Department of Public Instruction.

32. *Will the State Department of Public Instruction specify amount that the local school district shall pay teachers supervisors of this work?*

NO. The State does not set any standard rate of They do have the authority to withhold approval of v tional reimbursement on salaries which are in excess the general practice unless any exception to the gen practice has been approved.

33. *May evening vocational classes be conducted in buildings other than the public school building?*

YES. Provided such instruction is under the direct supervision of the local school board.

34. *What number of persons are necessary in order to start a class?*

When twenty (20) or more persons signify the need for instruction in a vocational education subject, a class should be started. Any exceptions to this number should receive approval from the State Department of Public Instruction.

35. *What is the minimum and maximum enrolment permitted?*

Classes should be discontinued when the average class attendance falls below ten on six consecutive nights. Any exceptions to this number should receive approval from the State Department of Public Instruction. It is recommended that the maximum number should not exceed twenty-five (25).

36. *May school districts operating approved all-day vocational industrial classes, start vocational industrial evening classes without formal application for authorization from the Department of Public Instruction?*

YES. When information submitted to the Department of Public Instruction on Form PIXV-2 has been approved before starting the program.

37. *May school districts that had no approved vocational industrial classes the previous year start vocational industrial evening classes without formal application for authorization from the Department of Public Instruction?*

NO. Form PIXV-3 entitled "Application for Authorization to Operate a State Reimbursed Vocational Trade or Industrial Evening School" must be submitted to the State Department of Public Instruction for consideration.

38. *May school districts that desire to continue a program without modification and with an expenditure equal to that of the previous school year start such a program without formal application for authorization from the Department of Public Instruction?*

YES. (See question No. 41-b.)

39. *May school districts that desire to modify the program wit out increasing the expenditures over that of the previo school year start such a program without formal applicati for authorization from the Department of Public Instructior*

YES. When information concerning the modificati submitted to the Department of Public Instruction Form PIXV-2 has been approved before starting t program.

40. *May school districts that desire to modify the program wi an increased expenditure over that of the previous scho year start such a program without formal application f authorization from the Department of Public Instruction?*

YES. When information concerning the increased e penditure submitted to the Department of Public Instru tion on Form PIXV-2 has been approved before starti the program.

41. *What forms must be filled in and returned to the State D partment of Public Instruction by the local school admin trator?*

a. Form PIXV-3—"Application for Authorization to O erate a State-Reimbursed Vocational Trade or Indu trial Evening School." (See pages 31-33.)

b. Form PIXV-2—This report, if no financial expansio of program is contemplated, is due in Harrisburg o week after the first class meeting. (See pages 34, 35

c. Form PIVE-11—Annual affidavit. This form is d in Harrisburg following the close of the class and n later than July 10. Reimbursement will be paid on to school districts that submit this report proper completed. (See pages 36-41.)

d. Report of Personnel of Evening and Part-time Tra Extension Classes. When requested by the Depa ment of Public Instruction this form is due in Harr burg one month after the first class meeting. (S pages 42, 43.)

42. *Are local school boards required by law to submit reports the State Department of Public Instruction?*

YES. Act 142 passed by the 1937 Session of the Gener Assembly requires the Superintendent of Public Instru

tion to withhold from all school districts failing to file reports required by law, all payments of State appropriations due such districts until all reports required and due have been filed.

43. *What is the minimum entrance age of persons enrolled in these classes?*

Persons sixteen years of age or older are eligible for enrolment.

44. *Do teachers of evening vocational schools benefit by the recent tenure laws?*

NO. Since these instructors are part-time professional employes they do not come under the regulations of the Tenure Act.

45. *Do teachers of evening vocational schools contribute to the Public School Employes' Retirement Fund?*

NO. These instructors are not eligible for participation in the retirement fund.

46. *Will the local school district receive general aid (Edmonds aid) on the salaries of vocational industrial evening class teachers?*

NO.

47. *What types of certificates are valid for the teaching of vocational industrial evening classes?*

a. Temporary Standard (Vocational).
b. Standard Vocational.
c. College Provisional (Vocational).
d. Vocational Extension.
e. Emergency.

48. *Will applications for authorization to operate an evening vocational class be approved when the teachers are not properly certificated?*

NO. All teachers must hold valid certificates.*

49. *May teachers, coordinators, and directors other than those listed on the "Application for Authorization to Operate a State-Reimbursed Vocational Trade or Industrial Evening School" (Form PIXV-3) be employed?*

* For information about these certificates write to Teacher Education and Certification vision, Department of Public Instruction.

YES. Persons other than those listed may be employe providing they hold a valid certificate or are eligible fo the same and no financial expansion of the program involved.

50. *When may a school district expect to receive State rei bursement?*

Reimbursement is generally made in November or Decer ber depending upon receipt of the annual vocational r ports. (Form PIVE-11—Annual Affidavit.)

51. *Are local school boards required by law to establish eveni classes for adults?*

YES. On petition. See Section 1901 of the School Lav of Pennsylvania.

52. *Will the State Department of Public Instruction assist in th organization of vocational industrial evening classes?*

YES. The Department will assist in the organization classes in vocational education when invited to do so b the local board of school directors.

53. *What is the length of a session?*

No maximum or minimum length is prescribed by the D partment of Public Instruction. Classes vary from one four hours according to local conditions.

54. *How many sessions per week should be held?*

No maximum or minimum is prescribed by the Depar ment of Public Instruction. Practice varies from one six sessions depending on local conditions.

55. *What are the recommended number of hours per year th a school or class may operate?*

It is recommended that where local conditions permi classes be operated for a minimum of 144 clock hour In districts where more than one subject is taught it recommended that provisions be made whereby a studer may enroll in several courses for a minimum of 144 cloc hours of instruction.

Relationship of Institutions of Higher Learning to State Board for Vocational Education

56. *What responsibility do the higher education institutions have for dealing with the Federal Office of Education on questions affecting vocational industrial education subsidized by Smith-Hughes or George-Deen funds?*

The State Board for Vocational Education or its official representatives has sole responsibility for dealing with the Federal Office of Education on all questions affecting vocational industrial education.

57. *What shall be the policy of the State as it affects higher institutions with relation to the promotion of vocational industrial education?*

The State Board for Vocational Education has sole responsibility for promoting vocational industrial education subsidized by State and Federal funds.

58. *What responsibilities do the representatives of higher education institutions have for investigating the need for and assisting in establishment of schools and departments for State and Federal-aided vocational industrial education?*

None.

59. *Who must assume responsibility for preparing and submitting reports and to whom should reports be submitted?*

The chief executive officer of the local or county school district is responsible for preparing these reports. Specifically this means the superintendent of schools or supervising principal and the vocational director or coordinator. These reports should be submitted to the State Board for Vocational Education through the Bureau of Instruction.

60. *What is the function of the representatives of higher institutions with respect to carrying on vocationally subsidized programs in vocational industrial education?*

The work carried on by the higher institution shall supplement rather than duplicate the work of the local,

county, regional, or State public vocational schools. Th main functions of the higher institutions shall be:

a. To cooperate with the local and county school di tricts in obtaining the services of properly qualifie vocational instructors and supervisors.

b. To prepare instructional materials for the use o students in vocationally-aided classes conducted i local or county school districts.

c. To cooperate with the regional coordinators an other official representatives of the State Board fo Vocational Education in promoting the improvemer of the State program of vocational educatio through such means as conferences, preparation o instructional materials, and research as a basis fo such materials.

d. To promote, organize, and conduct advanced trad extension courses which local or county school di tricts are not willing to establish, or for which the are unable to provide qualified instructors.

61. *When are schools or classes under public supervision an control, as required in Section II of the Smith-Hughes Act*

A school or class is under public supervision and contro within the requirements of the vocational education ac when

a. The school or class is under the supervision and co trol of a State or local board responsible for the e penditure of public school funds for vocation education in the State or community.

b. The school or class is legally a part of the publ school program of vocational education as a ministered by the State or local board responsible f vocational education.

c. The teachers are paid from public education fu the same way followed in the payment of other pub school teachers employed by the State or local boa responsible for vocational education.

d. The school or class is administered, controlled, and supervised in all details by officials on the staff of a State or local board responsible for vocational education, including

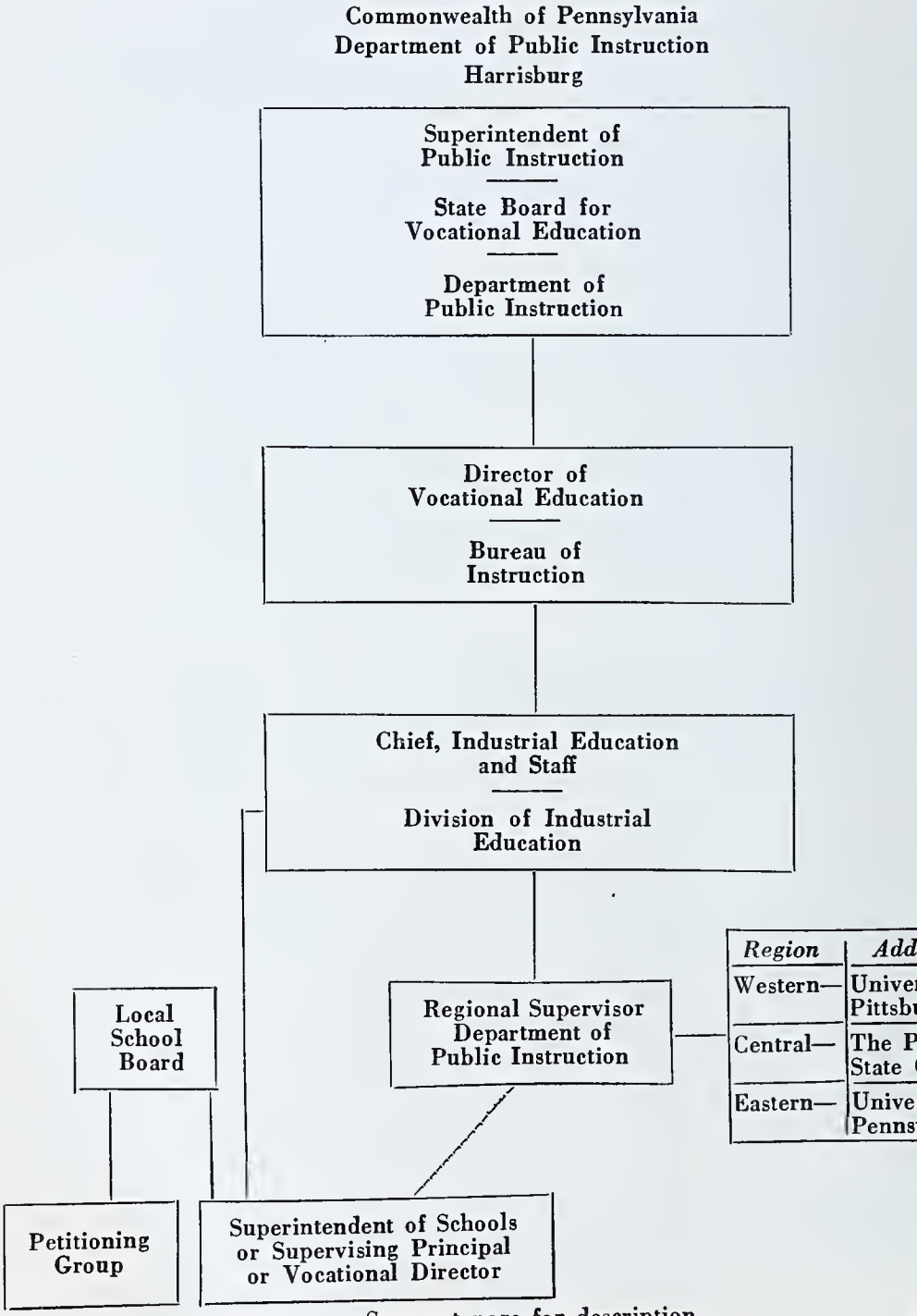
(1) Selection, salaries, and length of term of the teachers.

(2) Qualifications and admission of the pupils.

(3) Content and organization of all courses and curriculums.

APPENDIX

A. Organization Chart Showing Relationship of School Distric the Department of Public Instruction and Vocational Tea Education Institutions.



See next page for description

Explanation of Chart Showing Relationship of School District to Department of Public Instruction

This organization chart shows the relationship which exists be-
veen the local school board and the community which it represents
id the State Department of Public Instruction charged with the
ipervision of vocational education.

The relationship of the school district in regard to supervision of
ocational education is direct from the executive officer of the
hool district to the department of Public Instruction.

To assist in supervision, the Department has designated regional
pervisors of vocational education to serve as direct representatives
the field. Requests for service may be sent to the Department at
arrisburg, or to the regional representatives located at a strategic
oint in each of the three regions of Pennsylvania—western, central,
id eastern. They are located at the institutions designated as voca-
onal teacher education institutions for the purpose of coordinating
e work of the teacher preparation centers with the administration
vocational education in the field. It is expected that the super-
sors will receive valuable counsel and advice from the teacher
lucation staffs with which they are associated. In addition to their
atus as State representatives, they have the distinction of faculty
atus in the institutions in which they are located. The supervisors
e responsible administratively for institutional duties to directors
vocational teacher education. They normally teach not more than
e class or give an equivalent amount of time in preparing material
r vocational teacher education classes at times not conflicting with
pervisory work. In their status as State supervisors, they are
sponsible administratively to the Chief of Industrial Education.

The chart shows the direct relationship between the superintendent
schools, supervising principal, or vocational director, and the
ate Department of Public Instruction. As a representative of the
partment, the supervisor may advise and cooperate with local
stricts. Official relations, however, are carried on between the
partment of Public Instruction and the local administrative school
icials. A regional supervisor may be, and in most cases will be,
e representative through which the Department will exercise its
pervisory function. All official documents must be sent to the
partment of Public Instruction, although informal conferences may
conducted preliminary and subsequent to such official actions.

B. Types of vocational industrial courses that may be reimbu
The courses listed below are types of evening courses that ma
reimbursed from State and Federal funds. Others may
approved as the need arises.

Aeronautics
Air Conditioning
Aircraft Construction
Aircraft Repair and Maintenance
Architecture
Armature Winding
Arts and Crafts
Assaying
Auto Body Building and Repair
Auto Mechanics
Aviation
Baking (Commercial)
Barbering
Basket Making
Beauty Culture
Blacksmithing
Boat Building
Battery Construction and Repair
Blue Printing
Boilermaking
Book Binding
Brick Masonry
Building Management
Building Custodial Service
Butler Service
Cabinet Making
Cable Splicing
Cafe and Restaurant Service
Cafeteria Management
Carpentrry
Catering
Cement Finishing
Ceramics
Cleaning, Pressing and Dyeing
Coal Mining (Anthracite—Bituminous)
Commercial Art
Concrete Construction
Cooking (Hotel — Cafeteria — Cafe—Restaurant—Home—Camp)
Coopering
Coppersmithing
Core Making
Cosmetology
Dental Laboratory Work
Dental Office Service
Designing (Clothing—Building—Machine)
Diesel Engine Operation and Repair
Domestic Service
Drafting (Architectural — Mechanical —Structural — Building — Granite—Marble)
Dressmaking
Drug Manufacturing
Electrical Construction
Electrical Equipment Installatior
Repair
Electric Wiring (House—Industr
Electric Railroad Work
Electroplating
Fire Fighting
First Aid
Fish Net Repair
Foremanship
Forging
Foundry Work
Fountain Service
Fur Cutting and Construction
Furniture Construction and Rep
Garment Trades (Needle Trades
Gas Manufacturing and Distribut
Glove Manufacturing
Granite Cutting
Handicrafts
Harness Making
Heat Treatment (Metals)
Heating and Ventilating
Highway Construction and Desi
Hosiery Manufacturing
Hotel Service
Hydroelectric Station Operation
Industrial Chemistry
Instrument Making
Interior Decorating
Industrial Supervision
Industrial Psychology
Industrial Management
Iron and Steel Manufacturing
Jewelry Manufacturing and Repa
Knitted Goods Manufacturing
Landscaping
Lathing (Metal—Wood)
Laundry Work
Lead Burning
Leather Tanning
Linotype Operation and Repair
Lithography
Lift Work (Shipyards)
Lumber Grading
Machine Shop Work
Machine Tool Manufacturing
Marble Cutting
Marine Engineering
Meat Packing
Metallurgy
Metal Mining
Meter Work (Reading—Installat
Repair)
Mill Cabinet Making

linery
lwrighting
notype Operation and Repair
tor Cycle Repair
tion Picture Machine Operation
ive Crafts
ural Gas Production and Service
vigation
velty Manufacturing
rsing
Burner Installation and Repair
Well Drilling
namental Iron Work
nting (House)
perhanging
ternmaking (Metal—Wood)
roleum Production and Refining
oto Engraving
otography
no Tuning
efitting
e Manufacturing
ning Mill Operation
stering
stic Molding
mbing
rcelain Enameling
ttery Making
wer Machine Operation
wer Plant Operation
lice Service
inting
pspecting
lp and Paper Manufacturing
dio Work (Installation—Service—Repair)
ilroad Work (Car Construction and Repair—Engine Operation and Repair)
frigeration Work
tail Selling
bber Goods Manufacturing
fety Inspection
il Making
ale Manufacturing
rvice Station Operation
wing
eet Metal Work
ip Construction and Repair
ip Fitting
ipwrighting
oe Manufacturing
oe Repair
gn Painting and Lettering
lversmithing
nelter Processing
ationery Engineering
eam Engine Operation and Repair
Steamfitting
Stone Masonry
Structural Steel Fabrication
Sugar Production
Switchboard Operation
Tailoring
Taxidermy
Tea Room Management
Telephone Line Construction
Telephone Operation and Maintenance
Telegraphy
Television
Textile Manufacturing (Wool—Silk—Cotton—Rayon)
Tile Setting
Tool and Die Making
Typography
Upholstering
Waiter Service
Waitress Service
Watch and Clock Repair
Watchmaking
Water Plant Operation
Weaving (Silk—Wool——Cotton)
Welding (Acetylene—Electric)
Window Trimming
Wireless Operation
Wood and Metal Finishing

Subjects Related to Trades

Hygiene
- Barber Beauty Culture

Drafting (Related)
- Architectural
- Blueprint Reading
- Machine Design
- Mechanical
- Sheet Metal
- Structural
- Shop Sketching

Industrial Economics
Industrial History
Mathematics
- Machinist
- Builders
- Industrial
- Plumbers
- Mining

Printer's English
Slide Rule
Surveying
Science
- General
- Physics
- Chemistry

Strength of Materials
Trade Theory (Elec., etc.)

C. State forms for operating vocational industrial evening cla
Several forms required by the State Department of Public
struction from all vocational industrial evening classes that
to be reimbursed are given on pages 34-44. Questions 36,
38, 39, 40, and 41 explain the use of these forms.

PIXV-3—Application for Authorization

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUC
Harrisburg

School District.....

Date submitted. .....19.....

APPLICATION FOR AUTHORIZATION TO OPERATE A STATE REIMBURSED VOCATIONAL TRADE OR INDUSTRIAL EVENING SCHOOL

To: The Superintendent of Public Instruction, Harrisburg, Pennsylvania.

The Board of School Directors of the School District of.....

County of....., hereby signifies its desire to establish the
or industrial school described hereafter as part of the educational plan of
district. The Board desires to operate said school in conformity with the
Plan for Vocational Education and desires approval by the Department of P
Instruction in order to receive the benefits accruing from vocational stand
supervision and reimbursement.

The following plan is submitted by the Board as the basis for approval:

I. *Information relative to plans for establishing the school:*

A. The School District plans to offer courses as follows:

	Information in Regard to Classes for This Year						
	Time of Meeting			Total Hours of Instruction	Enrolment (Approximate)		Da
	Hours of Day		Days of Week		Male	Female	Ea lis
	From	To					
1.	M	M					
2.	M	M					
3.	M	M					
4.	M	M					
5.	M	M					

B. Supervision and instruction:

1. The class will be supervised by the following public school official:
   Name..... Title.....
2. Teachers will be employed by the school district on the following basis:

Name of Teacher* for Each Course (List Separate)	Course to Be Taught	Place Where Teaching Will Be Done	Salary Per Hour	Total Salary for Year

3. List by number (from A above) the courses that will be supplementary to the daily occupation of those enrolled.....
4. List by number (from A above) courses offered to apprentices only.
   .....

C. Approximately how many students will be admitted from outside districts
.....

Give names of districts served.....

D. Will housing facilities, equipment and supplies be supplied by the School district? .....

II. *Information relative to population and industries:*

A. Population of school district.....

B. Analysis of industries of the community that will cooperate:

Names of Companies	Type of Product	Total No. Employed
Remarks:		

* Each person listed in this column must be properly certificated.

III. This application was approved as a regular / special meeting of the Board of S

Directors of the School District of....., on.....

19....., at....., with the following results:

Favorable..... Unfavorable.....

Submitted by the authority of the Board

(Seal).....President

(Seal).....Secretary

(Seal).....Superintendent
Supervising Pri

This space for Department of Public Instruction

The above application was reviewed with the recommendation that.....

.....

.....

.....

.....19..... .....

will be in session this year

From 8:00 A. M. to 6:00 P. M.	
After 6:00 P. M.	

VOCATIONAL TRADE AND INDUSTRIAL SCHOOLS OR CLASSES

Report of Classes Operated for Employed Persons*
(Other than Part-Time Cooperative Classes)
For School Year Beginning September, 19.....

This report to be filed with the Department of Public Instruction not later than December 1.
Please fill each blank space with an answer (or a dash) so as to insure that no item has been overlooked.
Report only classes for which vocational reimbursement is expected.
The School District of.....proposes to operate during the school year of 193.....-193....., courses in vocational trade and industrial education as described in this report, and desires to make application for approval of the program in accordance with the State and Federal Vocational Acts. This program is being carried out under the direction of ....., Title.....

Date ....., 19..... (Signed) .....
Supervising Principal or Principal

Date ....., 19..... (Signed) .....
Superintendent

TEACHER INFORMATION

1	2	3	4**	5	6
Name of Teacher	Subjects Taught or Position Held	Number Pupils	Cert. Held	Salary for This Work	Mailing Address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Check Class of District

1	2	3	4

.....P. C
Location of school having no l
dress .....

COURSE INFORMATION

1	2	3	4		5						6	7	8		
Name of Course (List each class separately)	List by No. Teacher from Teacher Inf.	Minimum Entrance Age	Hours of Day When Classes Meet		Mark X Days When Classes Meet						No. Sessions This Year	Total Number Hours This Year	Total Enrolment		
			From	To	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			Male	Female	Total
1.			M.	M.											
2.			M.	M.											
3.			M.	M.											
4.			M.	M.											
5.			M.	M.											
6.			M.	M.											
7.			M.	M.											
8.			M.	M.											
9.			M.	M.											
10.			M.	M.											
11.			M.	M.											
12.			M.	M.											
												TOTALS			

* Classes conducted under the regular Vocational Act for educating unemployed should also be reported.
** Teacher should have certificate for subjects taught—indicate by Number: 1. College, 2. Normal, 3. Standard, 4. Emergency, 5. Special, 6. Partial.

A. Submit "Course of Study Outlines" for subjects given for first time this year or revised outlines for subjects previously approved.

B. List, by number, the courses in which the enrolment was not limited to persons who are taking the work supplementary to their daily employment. .....

County .....

District .....

Classes for Employed Persons (Other Than Part-Time Cooperative)

Statistical Report

Report as School, Any School, Department, or Center, Conducting Courses for Persons Over 16 Years of Age Who Are Not Attending Regular School	Courses Offered	Total Hours Each Class Met This Year	Hours of Day When Each Class Met		Total Class Enrolment		Average Attendance		Description of Enrolment Give Number of Different Persons					Cooperation with Industry List Agencies Cooperating with Schools in Conducting This Work, with Contact Official for Each Agency
			From	To	M	F	M	F	Employed Workers[2]	Apprentices[3]	Learners	Unemployed	Total	
Name of school	1		M	M										
	2		M	M										
	3		M	M										
Location of school	4		M	M										
	5		M	M										
Number of hours school was open this year	6		M	M										
	7		M	M										
	8		M	M										

Name of school	9		M	M										
	10		M	M										
Location of school	11		M	M										
	12		M	M										
	13		M	M										
Number of hours school was open this year	14		M	M										
	15		M	M										
	16		M	M										
Name of school	17		M	M										
	18		M	M										
Location of school	19		M	M										
	20		M	M										
	21		M	M										
Number of hours school was open this year	22		M	M										
	23		M	M										
	24													

[1] Classes for unemployed persons should be reported if the instruction is designed for vocational adjustment, readjustment, preparation of such persons. Only classes that are financed by the Board of School Directors should be reported.

FINANCIAL REPORT

Names of Teachers, Coordinators and Director	Subjects Taught or Position Held	Course Taught—Show Number from Above	Type of Certificate (Show Number)	Leave Blank for Teacher Bureau	Total Traveling Expense	Teaching Time		Salary		LEAVE BLANK								
										PART-TIME				EVENING				
										Vocational Aid				Vocational Aid				
						Hours Per Session	Total Number of Hours Employed	Rate Per Hour	Total for This Work	Federal	State	Total	General Aid	Federal	State	Total		

TOTALS

Types of Certificate:
(1) College (2) Normal (3) Standard
(4) Special (5) Partial (6) Emergency
(7) Vocational Extension

The teachers listed are fully certified in the subjects which they teach. The classes are conducted under the public supervision and control of the board of education in accordance with the State and Federal vocational education acts, the State plan for vocational education, and the policies of the State Board for Vocational Education.

---------------------------- Date -- Director of Vocational Industrial Education

---------------------------- Date -- Supervising Principal of Schools

LEAVE BLANK

A total reimbursement of $................ is approved on the salaries and traveling expenses of teachers, coordinators, and directors of vocational education.

PIVE-11

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

VOCATIONAL TRADE AND PART-TIME SCHOOLS
OR DEPARTMENTS

Classes for Employed Persons

ANNUAL REPORT

For the School Year Ending June 30, 19.....

County .....

Local name of school.....

Districts comprising joint school .....

Treasurer of school district.....

Circle class of district 1st 2nd 3rd 4th

Make three copies of this report, one for school files, one for the County or District Superintendent, and the original for the Department of Public Instruction. This report should be sent to the Department by the superintendent's office **on, or before** July 10, following the close of the school year. Approval for reimbursement is dependent upon the return of this report properly executed. (See instructions on last page).

AFFIDAVIT

Commonwealth of Pennsylvania
County of..... } ss

Personally appeared before me, a.....
in and for the aforesaid county,.....Secretary of the
.....School District, ...County,
who being duly sworn, says, that the statements contained in this report are true and correct to the best of his knowledge and belief.

Sworn and subscribed to before me this
.....day of ..... 19.....

.....
Justice of the Peace or Notary Public

My commission expires.....19.....

.....
Secretary

L S

Indicate Boro. or Township

COUNTY.....

Descriptive Report

Districts are invited to submit a descriptive report of the unusual phases vocational program which they desire to bring to the attention of the Stat Federal Vocational Boards. If more space is necessary, please prepare rep 8½ x 11 paper and attach same to this report.

Instructions

To facilitate the work of this Department in preparing prescribed repor State fiscal officers, and the Federal office of education, you are kindly req to check over your report with respect to the following details before submitti

General

The affidavit form should be properly executed and the seal affixed. The should be signed by the Director of Vocational Education and the Superinte of Schools.

Statistical

Statistical information requested is incorporated in the annual Federal r These data should be carefully ascertained. Enrolment data should yield bo total number of different persons involved and the number enrolled in occupation or group. Because of duplications these totals do not always

Financial

The salary reported for any teacher should be the amount actually paid t teacher during the year covered by the report.

The name of the subjects taught by the teacher as well as as the type o tificate reported should correspond with the teacher's State certification r

Detailed expense reports supporting teachers' traveling expenses for which bursement is sought should be filed with the secretary of the local school subject to audit. The detail should not accompany this report to Harrisburg

For further definitions and descriptions refer to the State Plan for Voca Education under the Smith-Hughes and George-Deen Acts. Also State A redefining and extending the scope of vocational education.

DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

REPORT OF PERSONNEL OF EVENING and PART-TIME TRADE EXTENSION CLASSES

County

School District _____

Sheet No._____

School Year 19____-19____

Name of Course_____
(Make a separate report for each)

Example:—Mathematics—Machinists
_____
(See: "Definition and Typical Vocational Industrial Subjects")

Class meets _____ _____ _____
Example: (Johnson Trade School) Mon.-Wed. 7:00-9:00 P. M.

Student's Name	Age	PRESENT EMPLOYMENT List specific payroll job as: Apprentice Carpenter, Journeyman Machinist, Punch Press Operator, etc.	If unemployed, state previous trade, occupation or preparation that relates to this instruction.	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

10.																
11.																
12.																
13.																
14.																
15.																
16.																
17.																
18.																
19.																
20.																
21.																
22.																
23.																
24.																
25.																

Suggested forms for local use in operating the program.

A number of forms that have been used successfully by local school districts in the operation of the evening classes are to be found on pages 44-46. These forms, while not a requirement of the State Department of Public Instruction, will enable the local school administrator to conduct the evening classes in an organized systematic manner.

EVENING SCHOOL REGISTRATION CARD

Name .....First Name.....

ress .....

No. Street City

..... Nationality..... Date.....

le or Occupation.....

ne..... This is my.....year of evening school

whom employed.....

Courses Chosen	Room	Day of Week	Hr.

.....% Attendance Refund check No.....

his is to certify that a registration fee of.....has been paid for enrolt in.....**Evening School.** Refund is made on basis of seventy-five e cent attendance of sessions after enrolment.

e .....

ne .....

dress .....

.....Principal

s is your receipt.

.....

COURSE CARD

To be Presented to Teachers by Students

t Name .....First Name.....

dress .....

e..... Phone.....

Subjects	Room	Day of Week	Hr.	Tea. Sig.	Date

Last Teacher Signing Please Turn Slip in at Office.

.....Principal

THE SCHOOL DISTRICT OF THE CITY OF ....., P

EVENING SCHOOL

.....PUBLIC NIGHT SCHOOL

Report for Night of.....1

..... Subject.....Teac

		MALES	FEMALES	TOT
No. different pupils enrolled in both periods thru this date				
Attendance Tonight	First Period			
	Second Period			

Remarks: Indicate below those who need checking up, or who are tem absent. Use other side if necessary.

POST CARD FOR CHECKING AN ABSENCE

.....Evening School Post Card

Dear.....

You are enrolled in my.....class and have been during the last.....nights. If the absence could have been avoide sorry that you have overlooked the value of your opportunity. Irregular att will cause you to lose interest and will make it very difficult for you to k with the work.

I hope you will be on hand at the next meeting of our class. Please hear from you if you cannot come.

School Tel. No. Very sincerely yours

.....

POST CARD TO EMPLOYER

PUBLIC SCHOOLS POST CARD

.....

..... Attention Mr. .....

Gentlemen:

This card is to inform you that.....

is enrolled in the evening school class in.....

This pupil has accomplished satisfactory work to date.

Sincerely yours,

.....

Director of Evening Sc

Signed..... Signed.....

EVENING SCHOOL CERTIFICATE

his certifies that.....has.....

prescribed evening school course in.....

is entitled to the record indicated. Date.....

.....Nights .....Hours per night .....Grade

hed..... Signed.....

Teacher **Director**

A—91 to 100 B—81 to 90 C—70 to 80

THE SCHOOL DISTRICT OF THE CITY OF.....

9_ **EVENING SCHOOL CERTIFICATE** 19__

s certifies that.....has pursued

course in..... for.....

ck hours and has done satisfactory work during such attendance.

.....

Instructor

.....

Principal

.....

Assistant Superintendent of Schools

Suggested forms for advertising or determining demand and need for vocational industrial evening classes.

1. To advertise a prospective program or to determine the demand and need for such a program mimeographed or printed forms may be used. Suggested forms are given on pages 47 and 48. The first form may be mimeographed and distributed to workers and others interested in evening instruction. The second form might be printed for distribution.

Form 1

FREE VOCATIONAL SCHOOL FOR ADULTS
1937-1938

Registration to be held in the..... .....
(Name of School) (Evenin

..... from 7:30 to 9:30 P. M.
(Date)

When fifteen or more persons request the establishment of a class.

*INSTRUCTION WILL BE PROVIDED FOR IN THE FOLLOWING
JECTS:

Shop Mathematics (Elementary and Advanced)
Blue Print Reading and Shop Sketching
Applied Physics and Chemistry
Mechanical Drafting
Machine Shop Theory

(Additional industrial classes will be provided when fifteen or mo
sons request instruction in a subject.)

*Classes will begin during the first week of September, 1937, and contin
nights per week, two hours a night. The length of term will be dete
by the needs and requests of the persons enrolling in the several cours

*A deposit fee of two dollars ($2.00) will be charged for all persons who
in evening classes. This fee will be returned to all persons who
seventy-five per cent of the sessions.

Classes in vocational industrial subjects will be open to:

Persons sixteen years of age or over who have left full-time school.

Instruction will be given to increase the skill or knowledge of the
in the occupation in which he is employed or include instruction fo
who are unemployed or about to become unemployed because of cl
conditions in industry, and whose previous experience as a backgrou
pares them for employment in related fields within a limited time.

This opportunity for you to extend your education to meet your i
ate and future needs has been made possible by the members of you
school board cooperating with the State and Federal departme
education.

Form 2

APPLICATION FORM
(This application is not binding.)

Fill out this application form so that we can estimate the probable enrolme
the subjects to be offered.

To ....
(Person in charge of vocational education) (Name of school district)

Vocational Industrial Evening School

I am interested in your proposed vocational industrial evening school
hereby make application for enrolment in the following classes:.....

.....

It will be convenient for me to attend classes on the following nights:

.... from.....P. M. to.....

I am at the present time employed as a.....with.....

I have had ..... years experience in this trade or occupation.

Name .....

Address .....

You will be notified by postcard when the courses you have applied for
organized.

EVENING SCHOOL

TOWNSHIP PUBLIC SCHOOLS

, PA.

REGISTRATION

Tuesday and Wednesday, Oct. 5 and 6, 1937
7:00 P. M. to 9:00 P. M. — High School Office
Classes Will Start—Tues. Oct. 12 at 7:00 P. M.

COURSES

General

zenship
lish

Fine Arts
- Drawing
- Painting
- Art Metal Work

Mathematics
Sewing

Vocational

iting
echanical
rchitectural
heet Metal
lue Print Reading

Cabinet Making and Carpentry
Electricity
Machine Shop Practice
Printing
- Machine Composition
- Press Work
- Hand Composition

Plumbing and Sheet Metal
- Acetylene Welding

Refrigeration
Trade Mathematics
Air Conditioning

Commercial

kkeeping

Shorthand

Typewriting

CLASSES MEET: Every Tuesday and Thursday 7:00 to 9:00 P. M.

LENGTH OF TERM: Two semesters of ten weeks each.

TUITION FEE: Free to residents, $3.00 per semester for persons not residing in Township.

REGISTRATION FEE: Each person enroling is charged a fee of $3.00. This registration fee will be returned if three-fourths of all sessions of the year are attended.

LABORATORY FEE: Small fee per semester in typewriting, art, and shop courses.

COURSES OFFERED: Any of the above courses will be offered if ten or more persons apply for a course. Any course not included in the above list will be considered if ten or more persons express a desire for such additional courses.

Advise your friends of this opportunity

Write or call for circular

PHONES 224, 217, 317

Director of Vocational
Industrial Education